

### ABSTRACT

This invention relates to a method to link a calendaring system, such as an organize a meeting system, with a conference room/equipment reservation system. Such systems of this type, generally, allow the administrative assistants to schedule meetings, request equipment, and  
5 venues all at once instead of leaving one process (organize a meeting system) in midstream to connect to another program (reserve a conference room) as it is necessary to have the room reservation information included in the meeting invitation.